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| **CALL FOR QUOTATIONS**  **Provision of printing services of a**  **storybook on the European Union for children** |

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| **File Reference**  **Date Published**  **Closing Date** | **CfQ\_IN2.16\_Storybook\_Printing**  September 26, 2022  October 3, 2022 |

Note:

Bidders are bound by their offers until at least 90 days after the deadline for submission.



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**1. Background**

Servizzi Ewropej f’Malta (SEM) – herafter referred to as the Contracting Authority - is a government agency established by Legal Notice 445 of 2020 and in terms of the Public Administration Act (Cap.595).

The mission of SEM is to be of service to citizens by keeping them updated on the European Union (EU)’s strategies, policies, initiatives and obligations and engaging them to benefit from the rights and opportunities deriving from EU membership, including EU funding.

For the period May 2020 to December 2025, SEM manages Europe Direct Valletta, with the overall objective of providing citizens with easy access to information about the EU and its activities.

**2. Services required**

The Contracting Authority is seeking the services of a reputable firm or individual to provide printing services of a storybook on the European Union for children.

The full specifications are found in Section 4 below.

**3. Timeframes**

The timeframes for the completion of this Call for Quotations are:

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| Date Published | September 26, 2022 |
| Closing Date | October 3, 2022 at 10:00 hrs CET |
| Deadline for request for any additional information from the Contracting Authority | September 28, 2022 at 10:00 hrs CET |
| Last date on which additional information is issued by the Contracting Authority | September 29, 2022 at 10:00 hrs CET |
| Delivery of services requested | October 28, 2022 |

**4. Deliverables**

The Contracting Authority will commission a reputable firm or individual to provide the following printing services:

1. Printing in full colour of 1,500 (one thousand, five hundred) copies of an 80-page storybook (including cover) for children.
2. The size of the storybook is 160mm (W) by 240mm (H).
3. The inside pages of the storybook shall be printed on 130gsm uncoated paper.
4. The cover shall be printed on 300gsm matt laminated paper on outer side.
5. The storybook shall be finished in perfect binding using polyurethane reactive (PUR) adhesives for increased binding strength.
6. Artwork will be provided to the selected bidder in high-resolution, ‘.pdf’ format, suitable for offset printing.
7. The paper used for printing shall be of FSC type. The FS logo is included in the copyright page.
8. Bidders may view the digital version of the storybook at: [**LINK**](https://sem.gov.mt/latest-updates/publications/around-the-oak-tree-storybook-for-children-about-the-european-union).
9. The final product shall be delivered to the Contracting Authority’s premises at 280, Republic Street, Valletta by October 28, 2022.

**5. Selection and Award Requirements**

In order to be considered eligible for the award of the contract, bidders must provide evidence that they meet or exceed certain minimum criteria described hereunder, by submitting the following Annexes:

**(A) Eligibility Criteria**

i)Details and Declaration of Bidder (Annex 1)

**(B) Financial Offer**

i) A filled-in Financial Bid Form (Annex 2)

**6. Award Criteria**

The contract will be awarded to the cheapest, technically compliant quotation.

**7. Cancellation of the Request for Quotations Procedure**

In the event of the cancellation of a Call for Quotations procedure, bidders will be notified by the Contracting Authority.

Cancellation may occur where:

1. The Call for Quotations procedure has been unsuccessful, namely where no quotations or no suitable quotations have been submitted;
2. The economic or technical parameters of the project have been fundamentally altered;
3. The exceptional circumstances or *force majeure* render normal performance of the project impossible;
4. There have been irregularities in the procedure, in particular where these have prevented fair competition;
5. All technically compliant quotations exceed the financial resources available.

In no circumstances will the Contracting Authority be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a quotation, even if the Contracting Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Contracting Authority to implement the project announced.

**8. Formalities**

Any information and/or clarifications are to be addressed to [info.sem@gov.mt](mailto:info.sem@gov.mt).

Proposals are to be addressed to [info.sem@gov.mt](mailto:info.sem@gov.mt) and must be titled,‘CfQ\_IN2.16\_Storybook\_Printing’by not later than 10:00 hrs CET of October 3, 2022. Late submissions will not be considered.

**9. Payment Schedule**

The payments will be made, on presentation of a final invoice. Following payment, the successful bidder must submit a fiscal receipt within 15 days.

**CfQ\_IN2.16\_Storybook\_Printing**

**Annex 1**

**Details and Declaration of Bidder**

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| **DETAILS** | |
| Name of Economic Operator (where applicable) |  |
| Name and Surname of the person authorised to represent the economic operator |  |
| Postal Address |  |
| E-mail Address |  |
| Telephone Number |  |
| Mobile Number |  |
| VAT Registration No. |  |

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| **DECLARATION (Tick as applicable)** | |
| I have examined and accept in full the content of this Call for Quotations Dossier (including subsequent Clarifications Notes issued by the Contracting Authority) without reservation or restriction. I also understand that any disagreement, contradiction, alteration or deviation shall lead to the offer not being considered any further. |  |
| I hereby declare that I do not fall under any of the grounds listed under Subsidiary Legislation 601.03 ([LN352/2016](https://legislation.mt/eli/ln/2016/352/eng/pdf)) |  |

Signature: .................................................... Date: ....................................................

ID Card Nr: ....................................................

**Annex 2**

# Financial Bid Form

N.B. Offers are to be submitted and will only be accepted up to two decimal points.

Global price for this bid as outlined in this document:

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| --- | --- |
| Description | Price inclusive of all taxes but excluding VAT  Amount in Euro (€) |
| Provision of printing services of  a storybook on the European Union  for children | €.............................................................. |

***Quotations are to be submitted and shall be awarded including taxes/charges and any import duties applicable but excluding VAT.***